

**SHREWSBURY'S ELECTRIC LIGHT PLANT
&
SHREWSBURY'S COMMUNITY CABLEVISION**

COMMISSION MEETING

March 1, 2004 – 7:00 PM

MINUTES

PRESENT: C. JEFFERSON, Jr., Chairman
S. DAVIS
R. LUTZ
P. LYONS-GALLO
A. TRIPPI

ABSENT: NONE

OTHERS

PRESENT: T. JOSIE
M. QUITADAMO
R. IACCARINO

1. Approve Bill Schedules

The bill schedules were reviewed and approved as presented.

2. Minutes – Light Commission Meeting – February 2, 2004

A motion:

To approve the minutes of the February 2, 2004 Light Commission meeting was made by S. Davis and seconded by A. Trippi.

After a brief discussion, the minutes were accepted as presented.

3. Cash Statements - January

a. Light

M. Quitadamo presented the January Light Cash Statements.

After a brief discussion, the statements were accepted as presented.

b. CATV

M. Quitadamo presented the January CATV Cash Statements.

After a brief discussion, the statements were accepted as presented.

4. Audit Review – Internal Procedures

C. Jefferson commented that this audit of procedures was requested by the Commission following a report from the State's Inspector General's office regarding their investigation of three municipal light plants in Massachusetts. The Commission asked the auditors for a review of internal procedures for adherence to policies.

The Chairman of the Light Commission and the Manager of Accounting & Finance agreed upon a scope of service from the auditors. The auditors issued a report upon which SELCO reviewed the report and attached comments. The audit report showed compliance with policies with only a few minor exceptions. Management then reviewed the report and findings, and the revised policies that included Policy 1.2 Meal Allowances, Policy 1.5 Credit Card Reimbursement and Policy 1.8 Credit Card Use.

The Commission reviewed the suggested changes and recommendations to the policies.

After further discussion,

A motion:

To accept the "Agreed Upon Procedures Report," as submitted, was made by P. Lyons-Gallo and seconded by A. Trippi.

Without further discussion, the motion was voted unanimously.

5. Rate Adjustments – Premium Services

Following a review of rates, revenue, the profitability of the cable operations, date of the last rate adjustment, present cost of signal, and a review/comparison of other cable companies' rates/services, T. Josie suggested that the Light Commission vote to increase rates for premium service.

After further discussion, the Light Commission agreed to table the vote and asked that the General Manager confer with the Chairman of the Board of Selectmen regarding the Board of Selectmen, as the Issuing Authority, and premium rate changes.

6. MMWEC Board of Directors - Election

After a brief discussion, the Light Commission agreed that there was no objection to the General Manager running for a seat on MMWEC's Board of Directors.

7. MMWEC Designated Voting Representative Review

After a brief discussion, the Light Commission agreed that S. Davis would remain as Shrewsbury's alternate voting representative.

8. Outage Report - 2003

T. Josie presented SELCO's Outage Report for 2003. SELCO continues to do well in comparison with US utility standards.

R. Iaccarino, Manager of Engineering, will now be categorizing the causes of the outages using national US utility standards.

9. Operating Brief – Review

The Commission reviewed the Operating Brief.

- The Light Commission is scheduled to meet with the Board of Selectmen for a "state of the department" on Monday, March 22, 2004, at 7:05pm.
- The Internet subscriber rate increased another 100 customers since last month.
- The VOD project is progressing according to schedule.

The next Light Commission meeting is scheduled for Monday, March 22, 2004 at 7:00PM.

A motion,

To adjourn the meeting was made by C. Jefferson, Jr. and seconded by R. Lutz.

After no further discussion, the motion was voted unanimously.

Respectfully submitted,

Anthony M. Trippi, Clerk
Shrewsbury's Light Commission